

Post:	Winter Warmer Worker
Department:	Representation and Advice Department
Hours of Work:	10 hours per week, working 8am to 10am every Monday to Friday
Contract:	This post is for a fixed term contract between Monday 5 th October and Friday 18 th December 2026.
Grade:	£13.45 per hour
Purpose	The purpose of this post is to support the running of Winter Warmer (distribution of porridge pots and hot chocolate) from the Student Pantry to assist GCU students during the Cost of Living Crisis.

Job Description

1. Main Duties

- a) The daily set-up, cleanliness and tidying away for the Winter Warmer.
- b) The accurate distribution and recording of GCU student use of the Winter Warmer, such as through sign-up sheets or website platform.
- c) To maintain stock control, rotation and cleanliness of the Student Pantry and Store Room.
- d) To provide adequate notice to the Student Adviser on low stock for the Winter Warmer, for example porridge, spoons, cups, hot chocolate powder.
- e) To report the need for paper towels or washing up liquid to the Student Adviser.
- f) To undertake all required health and safety training and ensure ongoing compliance with the Risk Assessment.
- g) To check and clean Student Microwaves daily and report any faults to the Student Adviser.

2. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Students' Association such as elections, accreditations, community engagement, sustainability, annual award and recognition events, Full Time Officer induction, volunteer training and freshers.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Student Adviser or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.
- g) To manage budgets, as and when required.
- h) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- i) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance, Ethical and Environmental or with any other Students' Association Policy passed at Caledonian Student Voice.
- j) To attend any meetings as and when requested and produce reports as required.

- k) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- l) To portray the Students' Association in a positive, proactive and professional manner.
- m) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Student Adviser for HR and line management
- The Executive Committee and Trustee Board for policy and strategy

September 2026